

# ***Transfer Treasury Disbursement File to FTP Site***

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## **Scope**

The process for generating the necessary treasury disbursement files is composed of the following activities in the SFA FMS application:

- Create a Payment Batch
- Modify a Payment Batch, as needed
- Format a Payment Batch
- Cancel a Payment Batch, as needed
- Confirm a Payment Batch
- Transfer Treasury Disbursement File to FTP site

## **System References**

N/A

## **Policy**

N/A

## **Responsibility**

SFA CFO (Program) Payment Manager

## **Distribution**

N/A

## Ownership

N/A

## Activity Preface

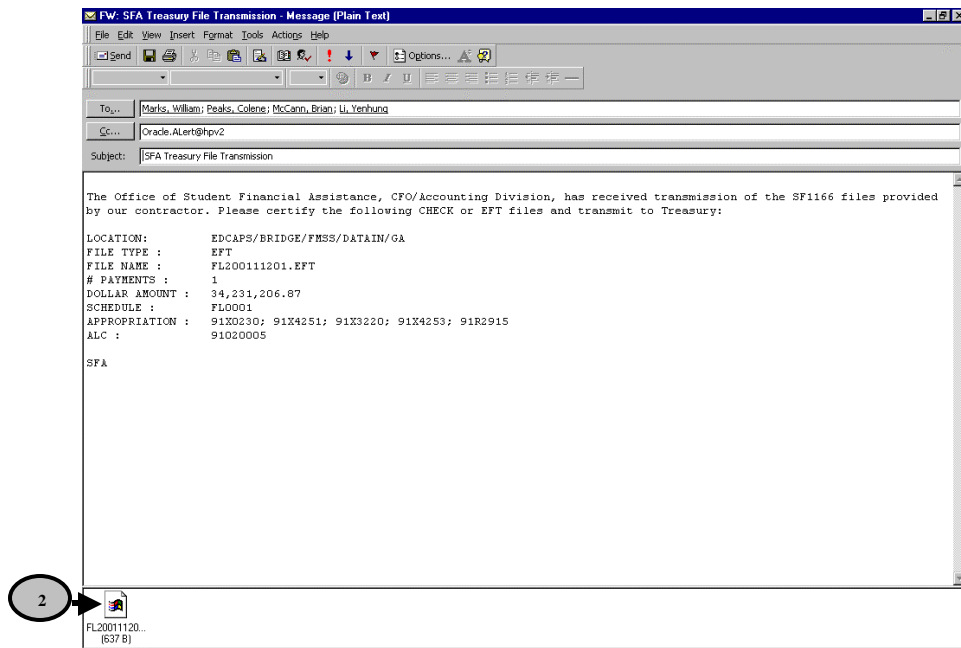
The process for generating the necessary treasury disbursement files is composed of the following activities in the SFA FMS application. To access other procedures in this list, click on the link(s) below:

- [Create a Payment Batch \[PROA0003\]](#)
- [Modify a Payment Batch \[PROA0004\]](#)
- [Format a Payment Batch \[PROA0005\]](#)
- [Cancel a Payment Batch \[PROA0008\]](#)
- [Confirm a Payment Batch \[PROA0006\]](#)
- Transfer Treasury Disbursement File to FTP Site

### **Transfer Treasury Disbursement File to FTP Site- SFA CFO (Program) Payment Manager**

Once the payment batch has been confirmed, an email alert with the Treasury Disbursement File attached is automatically sent to the SFA CFO Accounting Division Super Users. The CFO Accounting Division must copy the files from the email to the FTP site for retrieval by the Department of Education CFO. The Department of Education CFO will then certify the payment file and transfer the file to the Treasury Department for payment.

1. Open the email alert with the subject line SFA Treasury File Transmission.



2. Copy the file attachment and paste the file to another location, such as the desktop.
3. Log-in to the FTP site: EDCAPS/BRIDGE/FMSS/DATAIN/GA.
4. Copy the file to the FTP site.

**FYI:** The disbursement files will remain at the FTP site until SFA CFO sends an e-mail to the Department of Education CFO informing them that the files are ready for their certification and transmission to the Treasury Department.

5. Send an e-mail message to the Department of Education CFO indicating the disbursement files are ready for their action.

**End of activity.**

